

Community Use of School Facilities: Rules and ConditionsA. Nonschool related Groups or Organizations

When nonschool related groups or organizations are permitted to use school facilities, the following rules and conditions shall be observed:

1. One person representing the nonschool related group or organization shall assume personal responsibility to work with the principal or his/her designee and see that the group or organization he/she represents follows the policies, regulations and rules of the school board, relating to the use of school facilities.
2. An employee of the school board or another person specifically approved and designated by the principal or his/her designee must be on duty whenever any school facility is used by an eligible group or organization. If outside the normal duty hours of the employee or another person specifically approved and designated by the principal or his/her designee, the using group or organization will pay the employee in accordance with established fees.
3. Each group or organization using the school facilities shall be responsible for any damage done to facilities.
4. The group or organization using the facilities shall accept responsibility for good order and, if necessary, provide for proper police and fire protection.
5. School authorities shall have access to any meeting or activity held in or on school facilities.
6. Any group or organization granted the use of school facilities may not use the cafeteria or kitchen unless some employee of the cafeteria staff is in charge of equipment.

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7. Food and refreshments may be sold only in the cafeteria or other areas of school buildings designated by the principal or his/her designee and shall not be carried out of these areas.
8. Gymnasium shoes shall be required of all persons who use school gymnasiums. This rule does not apply to social dancing except that shoes which damage or mar the floor shall not be worn.
9. No electrical equipment or appliances of any kind shall be brought to or used in any school building without approval of the principal or his/her designee.
10. No using group or organization may, under any circumstance, adjust or change the setting of any electrical switch or control, including lighting, heating, or cooling system without approval of the principal or his/her designee.
11. Putting up decorations or scenery, or moving furniture will be prohibited unless specific permission is granted by the principal.
12. Cotton batting, straw, inflammable tissue paper, dry leaves, trees or other highly inflammable materials shall not be used for decorative purposes. Nonflammable material may be used for special decoration in schools.
13. No special equipment which is the property of the school division will be used by any group or organization unless specific approval has been granted by the principal or his/her designee.
14. Community groups or organizations renting a school facility may use a school piano provided it is not moved. If it is desired

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to have the piano tuned, the request should be made to the principal or his/her designee who shall arrange to have the piano tuned at the expense of the group or organization using it.

15. The use of tobacco in any form in a school building shall not be permitted. The use or possession of alcoholic beverages and illegal drugs are prohibited on school property. When the building is used by outside groups or organizations, it shall be the responsibility of the person holding the permit to see that this rule is enforced.
16. If school is closed due to inclement weather conditions or other emergency conditions, any scheduled use of the facility will be cancelled but may be rescheduled by the principal.
17. Principal or his/her designee may specify rules for the use of special rooms or facilities.
18. If school facilities are misused, the sponsoring group or organization will in the future be denied the privilege of using school facilities.

B. Use by School Employees

School facilities (i.e., auditorium, gymnasiums, vocational shops, kitchens and laboratories) are not to be used by school employees for personal or recreational activities during out-of-school hours. This regulation does not apply to student activities approved by the school administration and chaperoned by school staff members.

Editor's Note

See also school board policy #2-42.

Approved by Superintendent: April 6, 1987

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